**Creating Custom Catalogue**

1. **Save the copy new sheet from head office** Save a new sheet to somewhere safe. Open the new sheet and copy the contents to a new tab in the customCatalogueWorkingFile
2. **Map fields from new sheet to custom catalogue sheet.** Map each required field to it matching field on the custom cat sheet
    a. ISBN. If no matching field enter 0
    b. EAN
    c. Publisher. If not known enter None
    d. Imprint. If not known enter None
    e. Author Surname. If not known leave blank
    f. Author Forename. If not known leave blank
    g. Report. If not known leave blank
    h. Publication Date. This is required and the format is YYYYMMDD. If not known it must be set to '00000000' (eight zeroes) if the actual date. Please note the format of he column must be set to text otherwise the zeroes will be formatted to'0'
    i. RRP. This is a required field and must have no decimal points. The column format must be set to number with no decimal places. The actual contents of the field will be something like this: =Sheet2!D4*100 where the sheet part points at the price on the original sheet and the *100 the multiplier to get the correct format
    j. Cover: Not required but if possible populate with 'H', 'P', 'O' for hardback, paperback or other
    k. Discount. Always enter '0'
    l. VAT: Required field. Difficult if info not there. However if Vatable put in the same value as RRP otherwise '0'. Needs to be in the same format as RRP
3. **Replicate all lines of the new sheet to the custom catalogue sheet**. Go to the first line of the new data you have mapped and then copy that first line down so that all lines from the new sheet populate the custom catalogue. You may end up with some blank lines as you have copied too far down the sheet in this case delete those lines
4. **Save as an excel spreadsheet.** Once you have finished populating the lines, save the file as an xls.
5. **Save as tab delimited.** Once you have the xls file we need to save the custom catalogue file as a 'tab delimited' file. Save the file on the customCatalogue sheet using 'save as' and save the file as CustClg.txt and with a type of tab delimited. You will get messages such as 'format does not support multiple sheets', just say OK to that
6. **Ignore messages about multiple sheets.** Close the sheet, you may get messages about do you wish to save, as long as you have savedthe xls sheet and the tab delimited then you are OK
7. **Remove Blank Space.** It is important to remove any blank space from the end of the txt file that was created at the end of item 5. Open the text file and go to the final line of text and whilst holding the shift key page down. You will see empty space hightlighted blue (if there is any). If so remove all empty space until your cursor is next to the last character of the file
8. **Text File Location.** Make sure you have custpub.txt in the same location as CustClg.txt. It must contain any publisher names you have on the custom catalogue. If you have stuck with 'None' then it should already contain 'None' and 'None' and you will be OK
9. **Creating the catalogue.** Navigate to C:\Bertrams\Bertline 401\Tools and open the CustomCatalogueCreate.exe. You will need to make sure the two text files are located in the

same place. I would probably create a folder called custCatalogue and put them in there. See diagram
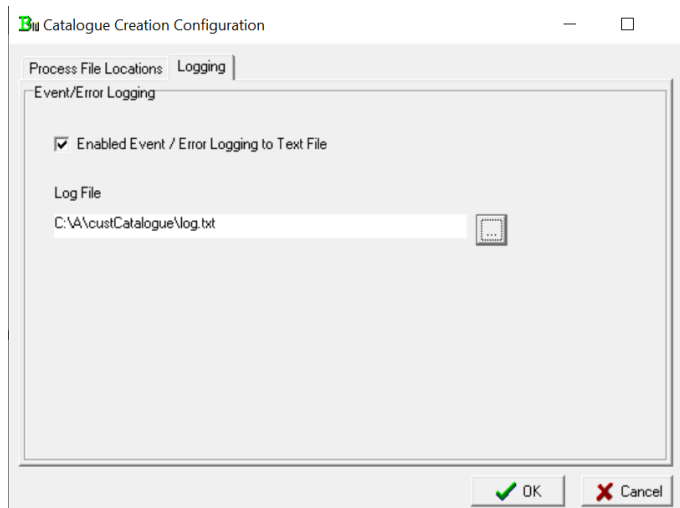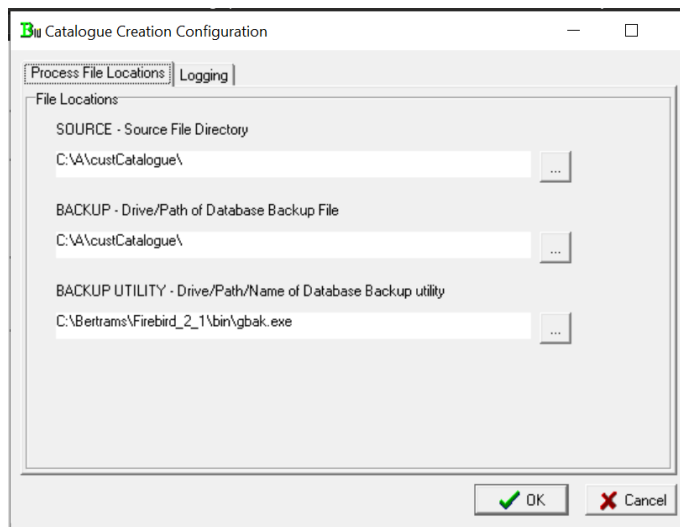
10. **Make sure you have a temp file.** You will need a file called CUSTOMCATTMP.FDB. To do this we will initially have a customcattmp that is blank. After that you will need to copy the existing customcat.fdb and rename the copy CUSTOMCATTMP.FDB. It is this file that the creation process writes to. On completion we rename the file customcat.fdb and it is that file the system reads from

11. **Run the Creation Process. .** Navigate to C:\Bertrams\Bertline 401\Tools and open the CustomCatalogueCreate.exe. Click on the create button and the process should start and finish depending on the size of the data we are processing.

12. **Rename the temp file.**   The previous process will have populated customcattmp.fdb. We need to rename this file to customcat.fdb. Make a copy of the previous customcat just to be on the safe side.

13. **Goods In.** Once this has all been done we can import the original eans and quantities into an isbn list. On the original sheet copy the ean and quantity fields to a new sheet (tab). Save that tab as a csv file. (if there are any blank qty fields make sure there is zero in that field otherwise the default of 1 will be entered() The file can be imported into an isbn list.
    a. **Send the list to order.**
    b. Transmit the order to print

c. Goods it in using Manual Goods In No PO